



**Code: 8175**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Sanitation

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## **CLASS TITLE: DIVISION SUPERINTENDENT**

### **CHARACTERISTICS OF THE CLASS**

Under direction, directs and coordinates sanitation programs including refuse collection and street cleaning for a designated district in the Bureau of Sanitation, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs Assistant Division Superintendents and Ward Superintendents and manages staff responsible for providing sanitation services (e.g., refuse, bulk trash, street sweeping, vacant lot clean-up, compost collection) to residents within a district
- Monitors daily manpower reports and approves the reallocation of resources between wards to maintain appropriate levels of service throughout the district
- Conducts field inspections and reviews ward activity reports to evaluate productivity levels in individual wards
- Coordinates snow and ice removal operations with central snow command
- Assigns subordinate staff to snow routes and monitors progress of route completion
- Acts as liaison to central office management on administrative and personnel matters to ensure the district is allocated needed equipment, supplies, and manpower
- Supervises staff responsible for the maintenance of records and the preparation of various district activity reports (e.g., daily manpower distribution, tonnage collected, sanitation code violations issued)
- Prepares management reports on district operations and achievements
- Represents the department at community meetings and meets with public officials and community groups to provide information on the bureau's sanitation programs
- Drives a vehicle to survey sanitation activities in the wards and assesses overall conditions in the district

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Six years of work experience in municipal refuse collection, street cleaning, or snow removal operations, of which four years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment)

## **PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended or continuous periods of time

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Considerable knowledge of:

- \*applicable City programs (e.g., Streets and Sanitation) and their funding guidelines
- \*use of sanitation program equipment and materials

Moderate knowledge of:

- \*management and supervisory principles, methods, practices, and procedures
- \*surveying and inspecting field operations
- \*material disposal methods, practices, and procedures
- \*use of safety equipment and protective gear
- administrative methods and practices

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Division Superintendent class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Other skills as required for successful performance in the Assistant Division Superintendent class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Assistant Division Superintendent class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Division Superintendent class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2018